

MEMORANDUM FOR:

FROM: James H. McDonald
Director of Logistics

SUBJECT: Quarterly Reporting of Vehicle Mileage and
Fuel Consumption

REFERENCE: Presidential Directive to Heads of Exec.
Depts. and Agencies, dtd 1 Feb 80, subj:
Required Reduction in Usage of Federal
Motor Vehicles (OL 0 0624)

1. Executive Departments and Agencies were directed by Executive Order to reduce the use of automobile fuels by 10 percent for the twelve month period beginning April 1, 1979, as compared with the previous twelve months. Because progress has been disappointing overall, the referent Executive Order has directed that all federal departments and agencies meet or exceed the 10 percent reduction during the months of February and March 1980, as compared to mileage traveled the same period in 1979. This order presently applies to all Government-owned and leased vehicles which consume gasoline.

2. The Office of Logistics is tasked with the responsibility of coordinating Agency fuel conservation efforts in compliance with these Presidential directives. To gather and compile the data necessary to effectively monitor, measure and report the Agency's efforts and overall performance in conserving fuel, it is requested that the following information on all Agency-owned and leased vehicles within your component be provided this office on a quarterly basis beginning with the quarter ending 30 June 1980.

a. Types of Vehicles and Total Miles Driven:

(1) Identify the number and type of assigned and leased vehicles. Provide the total miles driven by these vehicles. Report separately for gasoline and diesel fuel.

b. Fuel Consumption:

(1) Provide the total amount of gallons of gasoline and diesel fuel dispensed from Agency pumps (if applicable).

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(2) Provide the total dollar cost and the number of gallons of fuel reimbursed from imprest funds.

(3) Provide the total dollar cost and the number of gallons of fuel purchased elsewhere via credit cards.

(4) Provide the total amount of gallons received from General Services Administration Motor Pools.

3. To ensure a uniform product and minimize the impact resulting from this request, a reporting format has been designed for your convenience. The objective of collecting this data is to quantify mileage and fuel consumption data and establish the baseline that is necessary for managerial and reporting purposes. The guidelines and format have been structured in a way that allows components to express their analytic data in as consistent a way as possible. This data will also be used to calculate average miles per gallon for the Agency vehicle fleet.

4. In keeping with the spirit and intent of the Presidential directive, each component with officially assigned or leased vehicles is urged to make every effort to reduce mileage by a minimum of 10 percent. In addition, all components are encouraged to maximize the reliance on public transportation and shuttle buses. The Agency has reaffirmed its basic commitment to reduce fuel consumption and shall continue to pursue a vigorous program designed for continual savings in this critical area of fuel conservation. Your total support is essential if this effort is to be successful. Quarterly mileage and fuel consumption reports are to be submitted to the Plans and Programs Staff, OL, Room 2F31, [] Building. Please contact this Staff, Extension [] on suggestions to simplify or improve these reporting procedures or for additional information.

James H. McDonald
Director of Logistics

Att.